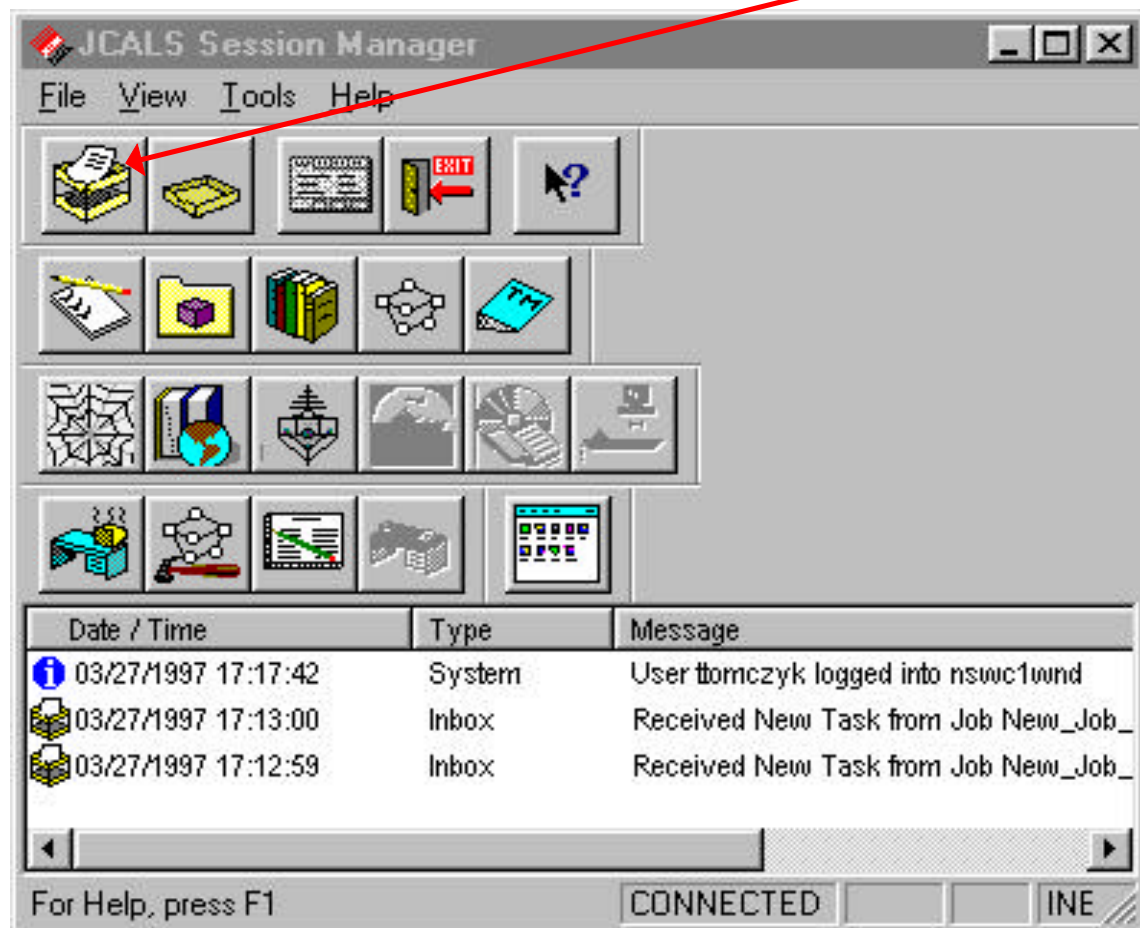


## 4.0 Inbox Icon

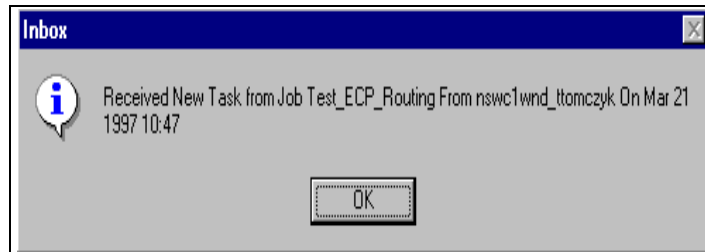
**Step 1:**  
From the JCALS Session Manager  
Single-Click on the

JCALS Inbox Icon.



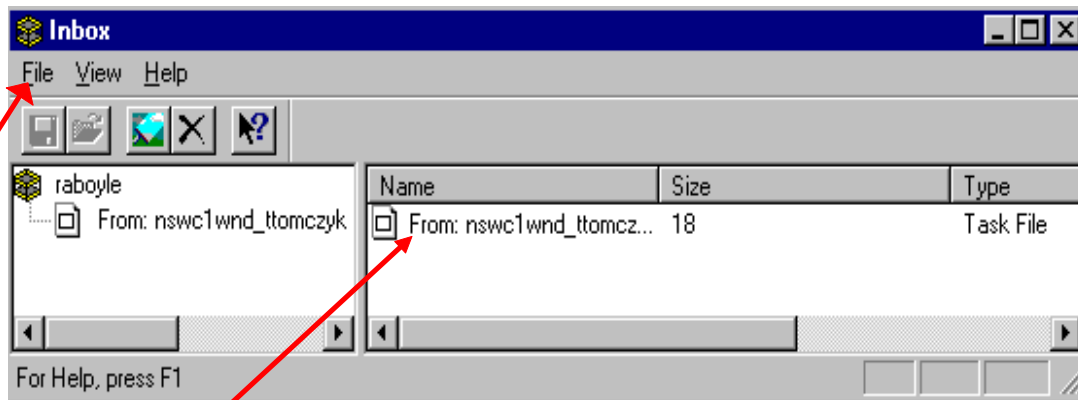
Continue on next Page ⇒

## 4.0 Inbox Icon - New Task



### Step 2:

This is a typical notification that a Task has been assigned for action.

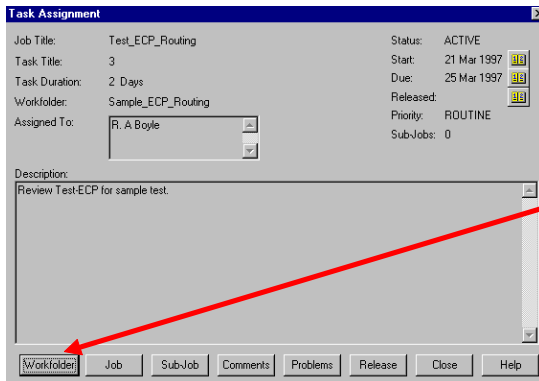


### Step 3:

The Inbox window will appear showing the new task assignment. Hi-light the task assigned, then Click File, Open. to open the Task Assignment Sheet . . .

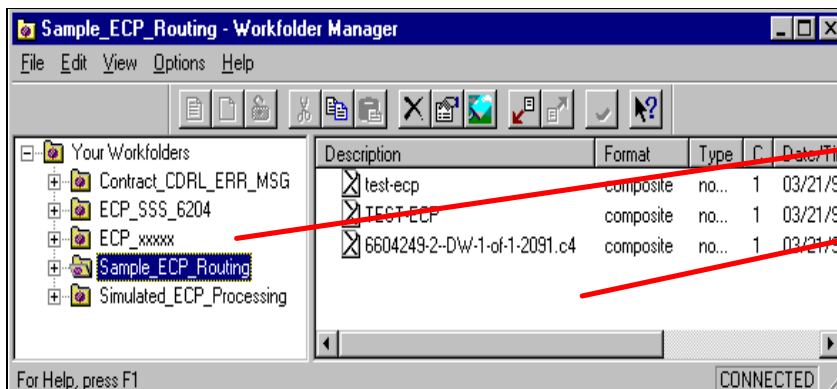
Continue on next Page ⇒

## 4.0 InBox - Document/ECP Review



### Step 4:

From this Task Assignment Sheet  
Single-Click Workkfolder button,  
to access the assigned ECP documents  
for review.



### Step 5:

The Workfolder Manager  
screen displays  
Workfolders  
( in the left window )  
and  
Documents  
( in the right window )

#### Note:

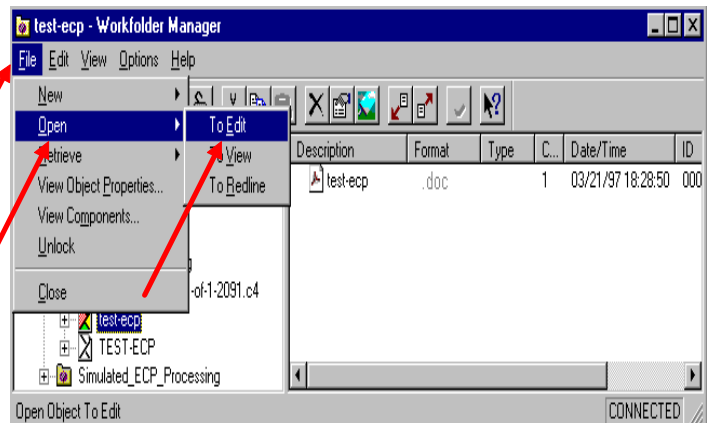
This Workfolder Manager screen  
can also be accessed using the  
"Workfolder Manager Icon"  
from the Session Manager screen.

### Step 6:

Hi-light the document you  
want to review.  
In the menu bar . . .  
Click File,  
Open,  
To Edit.

If you get a message saying  
that the document is in use . . .  
Choose To View.

In View mode,  
any changes to the document  
will not be saved.



Continue on next Page ➡

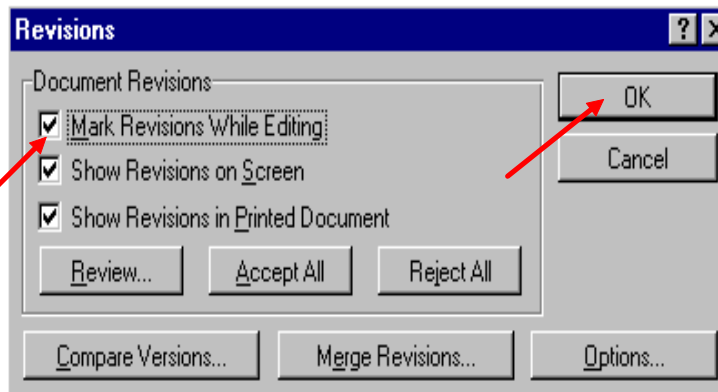
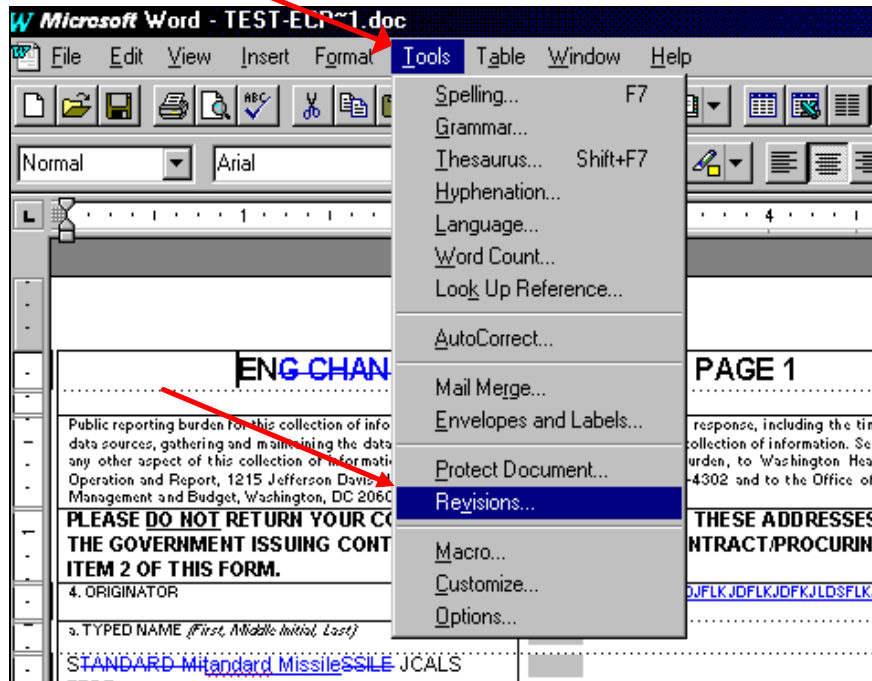
## 4.0 Inbox - Document/ECP Review

### Step 7:

Since ECPs are being developed using MS WORD, the following is a brief description on using the "Revision" capability available in MS WORD.

Single-Click Tools . . . ( in the Microsoft Word menu bar )

Single-Click Revisions . . . ( from the drop-down menu )



### Step 8:

In the Revisions window, Select Mark Revisions While Editing, Click OK.

To insert changes or comments on the actual ECP . . .

Hi-light the words to be edited, then type in the correct wording.

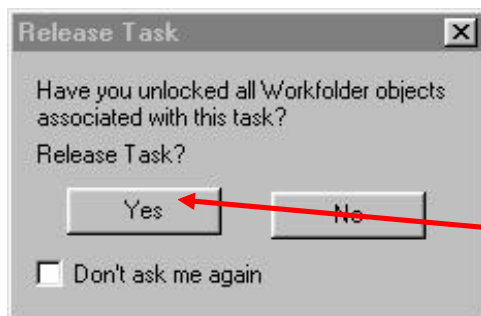
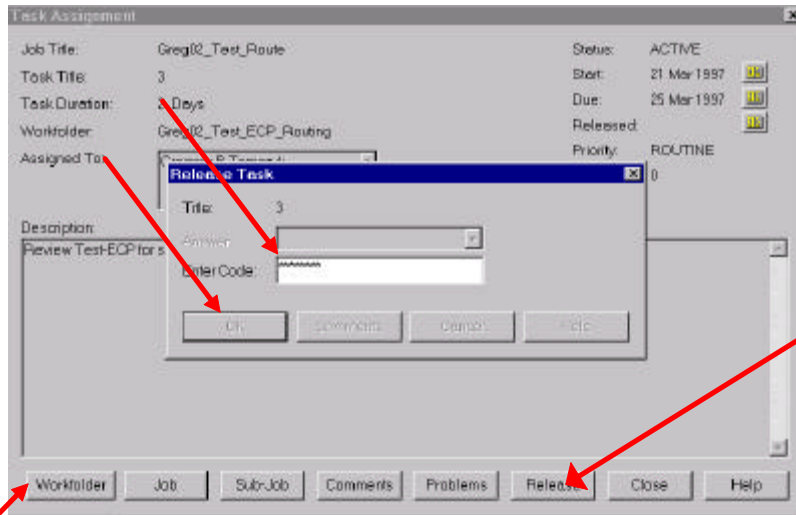
If there is not enough room in the block, make your comments at the end of the document, with appropriate references to the block being revised.

When finished reviewing the ECP, Click File, ( in the Microsoft Word menu bar )  
Save,  
then File,  
Exit.

## 4.0 Inbox - Document/ECP Review

### Step 9:

After Editing the item from the Workfolder, you need to "Release" the document. Single-Click **Release**, type in your "USERNAME" in the **Enter Code** window, Single-Click **OK** Button



### Step 10:

As the "Release" process occurs, a window will appear asking if you have **unlocked** all Workfolder objects.

if you had remembered to unlock each document when you had finished reviewing them, Answer "Yes", otherwise . . . you will need to **unlock** any documents you reviewed.

**To unlock a document . . .**

Single-Click the **Workfolder** button on the Task Assignment window ( from Step 9 )

Continue on next page . . .

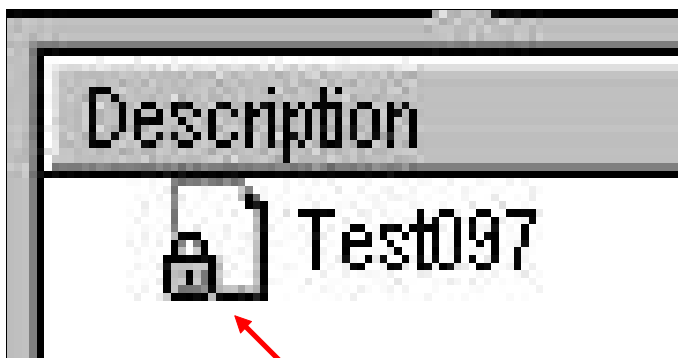
### Note:

**Release** passes a "**Workfolder**" ( with all the appropriate documents ) to the next person in a "**Job**" and notifies that next person of the "**New Task**"

## 4.0 Inbox - Unlocking Documents

### Step 11:

When the Workfolder Manager window opens, Hi-light the locked document, Choose File from the menu bar, and then Unlock.



### Note:

If you forgot to unlock the document, a "Key" will appear to the left of the Icon next to the file name. Step 11 will unlock the document. Then go back to Step 9 from the previous page and "Release" the Task assignment.

### For your Info . . .

If another user forgot to unlock the document, a "Padlock" will appear to the left of the Icon next to the file name.

Continue on next page . . .

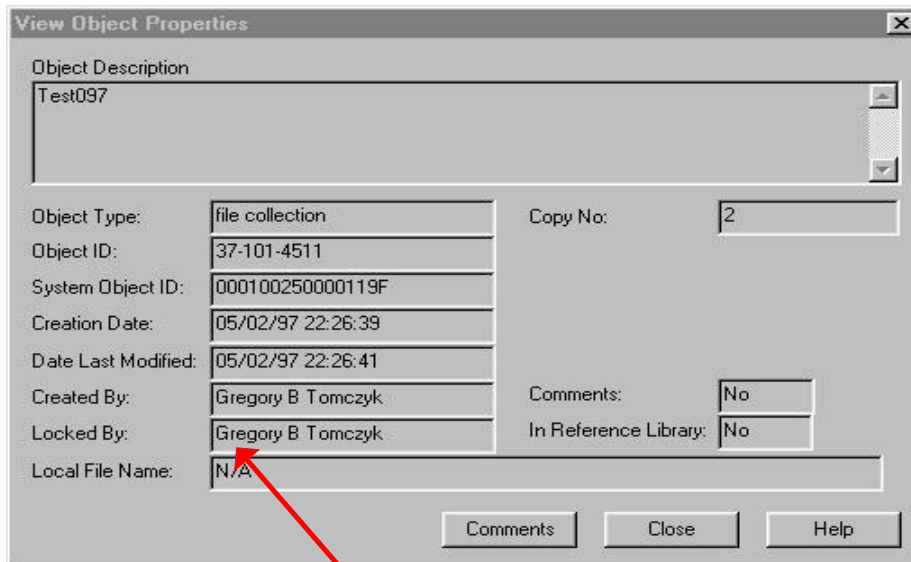
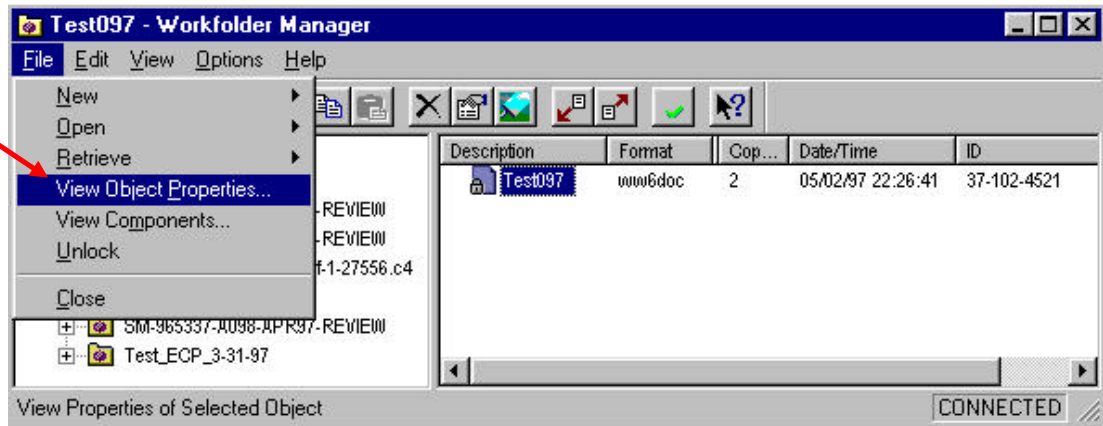
## 4.0 Inbox - Unlocking Documents

### Step 1:

To identify which user locked the document you wish to edit . . .

Hi-light the locked document,

Choose File from the menu bar, and then View Object Properties.



### Step 2:

The name of the user who has the document "LOCKED", will appear in the "Locked By" window.

Phone call or E-mail that person requesting them to please "UNLOCK" the document.